

DELAWARE TRANSIT CORPORATION

POSTING NO. 143-2020

DATE OF POSTING June 22, 2020

CLOSING DATE July 24, 2020

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST APPLY FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **Friday, July 24, 2020**.

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POSITION #: 120

POSITION TITLE: Manager of Facilities and Capital Projects

PAY GRADE: 20

PAY RANGE: \$68,710-\$103,065
(MINIMUM TO MAXIMUM)

LOCATION: New Castle County (Statewide Responsibilities)

DEPARTMENT: Facilities

REPORTS TO: Deputy Chief Operating Officer

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FULL TIME: X PART-TIME:

SCHEDULED HOURS: 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Manager of Facilities and Capital Projects has direct responsibility for the design, construction, renovation, maintenance and daily operation of all facilities and related systems of the Delaware Transit Corporation (DTC). These facilities include all maintenance, operations, administrative and passenger facilities including all types of transit centers, rail stations, parking facilities and transit stops. This position responsible for initiating and implementing the capital improvement program as well as the required analysis to construct, renovate and upgrade all facilities.

The application must specifically address the qualifications, skills and experience outlined in the position's job description.

JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE ON-LINE AT **www.dartfirststate.com**

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DTC is an Equal Opportunity Employer. Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

Manager of Facilities and Capital Projects

Department: Facilities
Exemption Status: Exempt
Paygrade: 20

Reports to: Deputy Chief Operating Officer
Essential Position: Yes
Issue Date: 01/01/2020

JOB SUMMARY: The Manager of Facilities and Capital Projects has direct responsibility for the design, construction, renovation, maintenance and daily operation of all facilities and related systems of the Delaware Transit Corporation (DTC). These facilities include all maintenance, operations, administrative and passenger facilities including all types of transit centers, rail stations, parking facilities and transit stops. This position responsible for initiating and implementing the capital improvement program as well as the required analysis to construct, renovate and upgrade all facilities.

ESSENTIAL FUNCTIONS:

Position Specific:

- Develop Key Performance Indicators (KPI's) aligned with corporate performance management standards by which facilities work is reported and measured
- Develop construction, operating and maintenance budget cost estimates for projects
- Create the facilities capital and operating budgets
- Develop, implement and manage performance standards that promote a high level of customer service and are aligned with the goals of the corporation
- Oversee and monitor building access and control and provide confidential reports to management as requested
- Prepare, submit and monitor federal grants for capital projects
- Supervise the development of maintenance and service contracts and establish standards for the design, construction and maintenance of DTC facilities

Technical Skills:

- Utilize technology and automated systems to accomplish the duties of the position
- Monitor all necessary reporting for energy-savings programs for the DTC
- Initiate and provide analysis and implementation of the capital improvement program required to construct, renovate, analyze and upgrade all facilities
- Analyze facility conditions, including equipment and amenities, to prioritize program and project needs
- Analyze maintenance records and develop preventive maintenance schedules and lifecycle including cost analysis

Collaboration:

- Work directly with management to devise effective and efficient solutions to facilities issues
- Coordinate with DelDOT Finance and Transportation Solutions sections regarding capital budgets and project status
- Interact with DelDOT, MPO's, state and local authorities to review development plans
- Interact with representatives of Federal Transit, Federal Highway and the Federal Railroad Administrations on matters related to grants for capital projects
- Interface with public relations representatives to provide project updates for DTC's website, the media, and the public

Management:

- Oversee the work of the Facilities section and support staff
- Supervise the development of maintenance and service contracts and establish standards for the design, construction and maintenance of DTC facilities
- Oversee the design and construction of major building and railroad projects to include the development and evaluation of building plans, specifications, site conditions, materials and construction methods
- Oversee and direct changes to improve the condition, life cycle and efficiencies of facilities and equipment

Policies:

- Develop, plan, design, and implement policies and procedures related to the operations department

Compliance:

- Ensure the facilities comply with the Americans with Disabilities Act, Department of Transportation and Federal Transit Administration regulations as well as all other applicable local, state and federal guidelines, laws and reporting requirements
- Ensure all programs, projects and strategies to upgrade all existing bus stops meet current ADA regulations and requirements
- Coordinate with DelDOT environmental sections and pertinent DNREC sections regarding environmental issues and projects to ensure compliance with all regulations, codes and requirements
- Resolve difficult, sensitive and confidential issues
- Conduct regular inspections of facilities

Performs other duties as requested by Senior Management

QUALIFICATIONS: Experience and knowledge of design and construction as it relates to major construction projects. Demonstrated proficiency in developing budgets and sequencing of multiple facility projects to minimize cost and downtime. Working knowledge of applicable state and federal regulations, codes and requirements, including ADA compliance regulations and environmental issues that may affect projects. Experience managing multiple levels of staff throughout a multisite organization. Experience with term fiscal and project planning is essential. The ability to manage the application of current and evolving information technology to the workload is also required.

SKILLS AND ABILITIES: Demonstrate strong motivational, time management, problem-solving and organizational skills. Ability to set priorities and present and speak publicly. Ability to be detail oriented. Ability to work independently under general supervision. Ability to exercise independent judgement and to keep information confidential. Ability to organize complex materials and manage multiple projects. Skills in building relationships with stakeholders. Possess skills and experience directing, supervising and evaluating a team of professionals, demonstrated leadership and motivation of employees, and communication with people at all levels of the organization.

COMPUTER SKILLS: Demonstrated proficiency in the use of Microsoft Office software products especially the use and creation of spreadsheet and presentation documents. Experience utilizing information systems related to finance, maintenance, facilities design and project management.

CUSTOMER SERVICE SKILLS: Strong interpersonal skills to foster teamwork and create positive connections with customers. Establish and meet goals to increase efficiency improving customer service.

MINIMUM EDUCATION AND EXPERIENCE: Bachelor's degree in a Business Management field. Five (5) to eight (8) years of experience in the preparation and management of capital and operating budgets. Eight (8) years of experience implementing and maintaining preventive maintenance programs. Experience procuring supplies, equipment and services of high quality at optimum cost. Experience working with the public, political entities and the media in the dissemination of information and the resolution of conflicts.

REQUIRED CERTIFICATES/REGISTRATIONS: N/A

LANGUAGE SKILLS: Excellent verbal and written communication skills. Ability to read, analyze and interpret common business journals, financial reports and light legal documents. Ability to respond to inquiries. Ability to produce written and/or oral reports and to create and present information. Bilingual a plus. Ability to read and interpret building drawings, construction plans, schematics and technical specifications using a sound working knowledge of facilities maintenance trades to include electrical, mechanical, plumbing, HVAC and carpentry.

MATHEMATICAL SKILLS: Ability to work with significant mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to maintain a level and appropriate business demeanor.

PHYSICAL CAPABILITIES: The physical capabilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: How much on-the-job time is spent in the following physical activities?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to tap, grasp or toggle				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x

Does this job require that weight be lifted, or force be exerted?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements?

No special vision requirements.

Does this job have any special hearing requirements?

No special hearing requirements.

ENVIRONMENTAL CONDITIONS: The environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- How much exposure to environmental conditions does this job require?

MODERATE

- How much noise is typical for the work environment of this job? **MODERATE**

Note: This Job Description may not describe all the job responsibilities and standards assigned to this position. They may change from time to time.

Equal Employment Opportunity and Non-Discrimination Policy: Delaware Transit Corporation (DTC) affords equal opportunity to all employees and job applicants regardless of race, color, age, gender, religion, marital status and sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.